



TORQ Analysis of Human Resources Managers to Compensation, Benefits, and Job Analysis Specialists

INPUT SECTION:

Transfer	Title	O* NET	Filters		
From Title:	Human Resources Managers	11-3040.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Compensation, Benefits, and Job Analysis Specialists	13-1072.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

92

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level		Level	83	Level	96

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
No Critical Gaps Recorded!				Service Orientation	62	13	70	No Knowledge Upgrades Required!			
				Critical Thinking	67	3	73				
				Judgment and Decision Making	64	3	71				

LEVEL and IMPT (IMPORTANCE) refer to the Target Compensation, Benefits, and Job Analysis Specialists. GAP refers to level difference between Human Resources Managers and Compensation, Benefits, and Job Analysis Specialists.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Human Resources Managers	Compensation, Benefits, and Job Analysis Specialists	Importance
Oral Comprehension	66	60	78
Oral Expression	69	60	78
Written Comprehension	69	62	75
Problem Sensitivity	64	55	75



Speech Clarity	71	59	75
Deductive Reasoning	67	62	68
Inductive Reasoning	59	57	68
Speech Recognition	66	55	68
Written Expression	67	60	65
Information Ordering	55	55	65
Near Vision	69	62	65
Category Flexibility	62	55	62
Originality	57	48	53
Selective Attention	39	39	53
Mathematical Reasoning	59	48	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Human Resources Managers	Compensation, Benefits, and Job Analysis Specialists	Importance
Reading Comprehension	66	66	85
Active Listening	74	70	77
Critical Thinking	64	67	73
Writing	68	63	72
Judgment and Decision Making	61	64	71
Speaking	65	63	70
Service Orientation	49	62	70
Time Management	67	60	70

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Human Resources Managers	Compensation, Benefits, and Job Analysis Specialists	Importance
Personnel and Human Resources	73	73	90
English Language	62	59	76

Experience & Education Comparison

Related Work Experience Comparison				Required Education Level Comparison			
Description	Human Resources Managers	Compensation, Benefits, and Job Analysis Specialists		Description	Human Resources Managers	Compensation, Benefits, and Job Analysis Specialists	
10+ years	9%	0%		Doctoral	0%	0%	
8-10 years	0%	0%		Professional Degree	9%	0%	
6-8 years	10%	0%		Post-Masters Cert	0%	0%	
4-6 years	9%	13%		Master's Degree	0%	2%	
2-4 years	10%	28%		Post-Bachelor Cert	0%	0%	



1-2 years	20%		52%	Bachelors	49%		59%
6-12 months	26%		0%	AA or Equiv	8%		24%
3-6 months	0%		0%	Some College	12%		13%
1-3 months	0%		0%	Post-Secondary Certificate	0%		0%
0-1 month	0%		0%	High School Diploma or GED	19%		0%
None	13%		3%	No HSD or GED	0%		0%

Human Resources Managers

Compensation, Benefits, and Job Analysis Specialists

Most Common Educational/Training Requirement:

Bachelor's degree

Job Zone Comparison

4 - Job Zone Four: Considerable Preparation Needed

A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Most of these occupations require a four - year bachelor's degree, but some do not.

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

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Tasks

Human Resources Managers

Core Tasks

Specific Tasks

Detailed Tasks

Technology - Examples

Charting software

- AASoftTech Web Organization Chart

Compliance software

- Stratitec TimeIPS

Computer based training software

- Training software

Data base user interface and query software

- Automation Centre Personnel Tracker

- Microsoft Access

Document management software

- Atlas Business Solutions Staff Files

- WinOcular software

Electronic mail software

- Email software

- Microsoft Outlook

Compensation, Benefits, and Job Analysis Specialists

Core Tasks

Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Specific Tasks

Occupation Specific Tasks:

- Administer employee insurance, pension and savings plans, working with insurance brokers and plan carriers.



Enterprise resource planning ERP software

- Deltek Vision
- Oracle PeopleSoft
- SAP software

Human resources software

- ADP HR/Benefits Solution
- ADP HR/Profile
- AllNetic Working Time Tracker
- Applicant Tracking Systems ATS software
- Arrow Electronics N/Compass
- Authoria Adviser
- Ceridian software
- Focus software
- Halogen e360
- Halogen ePraisal
- Human resource information system HRIS software
- Inception Technologies InfiniTime
- Infor SSA Human Capital Management
- Lawson Human Resources Suite
- Midrange Software XpertHire
- Oracle HRIS
- Personnel management software
- QuestionMark software
- Qwiz software
- Sage Software Abra HRMS
- Savitr RecruitX
- Tesseract Benefits Manager
- Tesseract Human Resources Manager
- Ultimate Software UltiPro
- UniFocus Watson Human Resources Manager
- WhizLabs software

Internet browser software

- Web browser software

- Advise managers and employees on state and federal employment regulations, collective agreements, benefit and compensation policies, personnel procedures and classification programs.
- Advise staff of individuals' qualifications.
- Analyze organizational, occupational, and industrial data to facilitate organizational functions and provide technical information to business, industry, and government.
- Assess need for and develop job analysis instruments and materials.
- Assist in preparing and maintaining personnel records and handbooks.
- Consult with or serve as a technical liaison between business, industry, government, and union officials.
- Develop, implement, administer and evaluate personnel and labor relations programs, including performance appraisal, affirmative action and employment equity programs.
- Ensure company compliance with federal and state laws, including reporting requirements.
- Evaluate job positions, determining classification, exempt or non-exempt status, and salary.
- Negotiate collective agreements on behalf of employers or workers, and mediate labor disputes and grievances.
- Observe, interview, and survey employees and conduct focus group meetings to collect job, organizational, and occupational information.
- Perform multifactor data and cost analyses that may be used in areas such as support of collective bargaining agreements.
- Plan and develop curricula and materials for training programs and conduct training.
- Plan, develop, evaluate, improve, and communicate methods and techniques for selecting, promoting, compensating, evaluating, and training workers.
- Prepare occupational classifications, job descriptions and salary scales.
- Prepare reports, such as organization and flow charts, and career path reports, to summarize job analysis and evaluation and compensation analysis information.
- Prepare research results for publication in form of journals, books, manuals, and film.
- Provide advice on the resolution of classification and salary complaints.
- Research employee benefit and health and safety practices and recommend changes or modifications to existing policies.
- Research job and worker requirements, structural and functional relationships among jobs and occupations, and



Presentation software

- Microsoft PowerPoint

Spreadsheet software

- Microsoft Excel

Time accounting software

- ADP ezLaborManager
- ADP Pay eXpert
- Data Management TimeClock Plus software
- Exact Software Macola ES Labor Performance

- Kronos Workforce Timekeeper

- Norchard Solutions Succession Wizard

Word processing software

- Microsoft Word
- Nuvosoft Rwiz

Tools - Examples

- Desktop computers
- Notebook computers
- Personal computers
- Scanners

occupational trends.

- Review occupational data on Alien Employment Certification Applications to determine the appropriate occupational title and code, and provide local offices with information about immigration and occupations.
- Speak at conferences and events to promote apprenticeships and related training programs.
- Work with the Department of Labor and promote its use with employers.

Detailed Tasks

Detailed Work Activities:

- advise department managers in personnel matters
- advise governmental or industrial personnel
- advise management or labor union officials on labor relation issues
- analyze data to identify personnel problems
- analyze scientific research data or investigative findings
- arbitrate personnel disputes
- categorize occupational, educational, or employment information
- communicate technical information
- conduct research on work-related topics
- conduct training for personnel
- develop course or training objectives
- develop job evaluation programs
- ensure compliance with government regulations
- ensure correct grammar, punctuation, or spelling
- evaluate personnel benefits policies
- evaluate qualifications or eligibility of applicant for employment
- explain rules, policies or regulations
- fill out business or government forms
- identify problems or improvements
- implement employee compensation plans
- improve methods for worker selection or promotion
- maintain administrative services procedures manual
- maintain job descriptions
- make presentations
- negotiate labor agreements
- obtain information from individuals
- prepare or maintain employee records
- prepare recommendations based upon research
- prepare report of findings or recommendations



- prepare reports
- prepare technical reports identifying results of research
- resolve personnel problems or grievances
- resolve worker or management conflicts
- understand government labor or employment regulations
- use cost benefit analysis techniques
- use government regulations
- use interpersonal communication techniques
- use interviewing procedures
- use knowledge of employee classification system
- use public speaking techniques
- write administrative procedures services manual
- write employee orientation or training materials

Technology - Examples

Labor Market Comparison

Description	Human Resources Managers	Compensation, Benefits, and Job Analysis Specialists	Difference
Median Wage	N/A	\$ 43,900	N/A
10th Percentile Wage	N/A	\$ 29,740	N/A
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	N/A	\$ 55,780	N/A
90th Percentile Wage	N/A	\$ 68,800	N/A
Mean Wage	N/A	\$ 46,470	N/A
Total Employment - 2007	N/A	770	N/A
Employment Base - 2016	N/A	805	N/A
Projected Employment - 2016	N/A	866	N/A
Projected Job Growth - 2006-2016	N/A	7.6 %	N/A
Projected Annual Openings - 2006-2016	N/A	23	N/A

National Job Posting Trends

Trend for Human Resources Managers

Trend for
Compensation,
Benefits, and
Job Analysis
Specialists



Data from [Indeed](http://Indeed.com)

Recommended Programs

Human Resources Management

Human Resources Management/Personnel Administration, General. A program that generally prepares individuals to manage the development of human capital in organizations, and to provide related services to individuals and groups. Includes instruction in personnel and organization policy, human resource dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

Institution	Address	City	URL
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Labor/Personnel Relations and Studies

Labor and Industrial Relations. A program that focuses on employee-management interactions and the management of issues and disputes regarding working conditions and worker benefit packages, and that may prepare individuals to function as labor or personnel relations specialists. Includes instruction in labor history, policies and strategies of the labor movement, union organization, labor-management negotiation, labor law and contract interpretation, labor economics, welfare and benefit packages, grievance procedures, and labor policy studies.

No schools available for the program

Organizational Behavior Studies

Organizational Behavior Studies. A program that focuses on the scientific study of the behavior and motivations of individuals functioning in organized groups, and its application to business and industrial settings. Includes instruction in organization theory, industrial and organizational psychology, social psychology, sociology of organizations, reinforcement and incentive theory, employee relations strategies, organizational power and influence, organization stratification and hierarchy, leadership styles, and applications of operations research and other methodologies to organizational analysis.

Institution	Address	City	URL
University of New England	11 Hills Beach Rd	Biddeford	WWW.UNE.EDU

Human Resources Management, Other

Human Resources Management and Services, Other. Any instructional program in human resources management not listed above.



No schools available for the program

Maine Statewide Promotion Opportunities for Human Resources Managers

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
11-3041.00	Compensation and Benefits Managers	93	3	200	\$68,560.00	\$68,560.00	2%	5
13-1071.02	Personnel Recruiters	93	4	610	\$41,200.00	\$41,200.00	10%	19
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	92	4	770	\$43,900.00	\$43,900.00	8%	23
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping	91	3	510	\$30,330.00	\$30,330.00	12%	10
11-3031.02	Financial Managers, Branch or Department	91	4	2,440	\$67,670.00	\$67,670.00	7%	58
11-3042.00	Training and Development Managers	91	4	140	\$66,670.00	\$66,670.00	7%	4
13-2053.00	Insurance Underwriters	90	3	460	\$56,090.00	\$56,090.00	-1%	12
41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers	90	4	930	\$55,220.00	\$55,220.00	-1%	19
13-1031.01	Claims Examiners, Property and Casualty Insurance	90	3	1,570	\$49,360.00	\$49,360.00	3%	44
11-9151.00	Social and Community Service Managers	89	4	970	\$47,760.00	\$47,760.00	12%	33
13-2071.00	Loan Counselors	89	4	60	\$35,110.00	\$35,110.00	-3%	1
23-1022.00	Arbitrators, Mediators, and Conciliators	89	5	40	\$46,160.00	\$46,160.00	2%	1
11-9131.00	Postmasters and Mail Superintendents	89	3	420	\$55,200.00	\$55,200.00	-5%	10
43-4031.02	Municipal Clerks	89	3	1,190	\$27,650.00	\$27,650.00	9%	37
41-3031.02	Sales Agents, Financial Services	89	4	0	\$65,230.00	\$65,230.00	5%	33

Top Industries for Compensation, Benefits, and Job Analysis Specialists

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	10.86%	11,936	14,323	19.99%



Local government, excluding education and hospitals	939300	8.88%	9,758	11,410	16.93%
State government, excluding education and hospitals	929200	4.97%	5,467	5,584	2.14%
Management, scientific, and technical consulting services	541600	3.53%	3,885	7,218	85.82%
Depository credit intermediation	522100	2.98%	3,279	3,480	6.12%
General medical and surgical hospitals, public and private	622100	2.96%	3,255	3,751	15.23%
Colleges, universities, and professional schools, public and private	611300	2.52%	2,765	3,220	16.45%
Other insurance related activities	524290	2.11%	2,318	2,884	24.41%
Employment services	561300	1.98%	2,177	2,868	31.73%
Insurance and employee benefit funds	525100	1.88%	2,071	2,657	28.27%
Computer systems design and related services	541500	1.81%	1,986	2,791	40.53%
Self-employed workers, primary job	000601	1.70%	1,873	2,077	10.89%
Insurance agencies and brokerages	524210	1.48%	1,628	1,917	17.74%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.45%	1,590	1,963	23.45%
Labor unions and similar labor organizations	813930	1.40%	1,536	1,489	-3.03%

Top Industries for Human Resources Managers					
Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	13.04%	17,765	20,480	15.28%
Local government, excluding education and hospitals	939300	6.34%	8,637	9,702	12.34%
General medical and surgical hospitals, public and private	622100	4.34%	5,911	6,544	10.71%
Depository credit intermediation	522100	3.22%	4,391	4,476	1.95%
Colleges, universities, and professional schools, public and private	611300	3.21%	4,374	4,893	11.87%
State government, excluding education and hospitals	929200	2.33%	3,167	3,107	-1.87%
Employment services	561300	2.03%	2,759	3,491	26.56%
Computer systems design and related services	541500	2.03%	2,759	3,726	35.02%
Management, scientific, and technical consulting services	541600	1.96%	2,674	4,774	78.52%
Office administrative services	561100	1.47%	2,004	2,541	26.79%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.46%	1,984	2,353	18.60%



Elementary and secondary schools, public and private	611100	1.41%	1,927	2,031	5.38%
Self-employed workers, primary job	000601	1.38%	1,879	2,002	6.54%
Research and development in the physical, engineering, and life sciences	541710	1.26%	1,717	1,832	6.69%
Securities and commodity contracts, brokerages, and exchanges	5231-2	1.22%	1,664	2,458	47.66%